

NDDDES Firefighter Stipend Policy for SERTC HazMat Training
July 1, 2015 – June 30, 2017

Purpose

The purpose of this policy is to set the guidelines for distribution of funding provided by the 64th Legislative Assembly in SB 2016. The bill provides funding in the form of stipends to North Dakota firefighters to attend hazmat training provide by SERTC.

Training Locations

This policy applies to training conducted by SERTC at either the Pueblo, CO location or the Grand Forks, ND location. The Grand Forks, ND location is not operational yet, but is expected to be operational by fall of 2016.

Course Restrictions

The following courses offered by SERTC are the only courses to which the stipend may be applied:

- Crude by Rail Emergency Response (CBR) – PER-327 FEMA (24 hours)
- Leadership & Management of Surface Transportation Incidents (LMSTI) – PER-292 FEMA Funded (40 hours)
- Railroad Incident Coordination and Safety (RICS) (40 hours)

Other HazMat courses offered by SERTC may be considered on a case-by-case basis.

Stipends

Stipend amount may be used to support overtime and backfill costs for FTE firefighters or lost wages for Volunteer firefighters attending SERTC training. Firefighter must be an active member of a certified fire department located in North Dakota.

Overtime costs of the FTE firefighter attending the training will be reimbursed at actual overtime rate plus fringe benefits. Fringe benefits on overtime hours are limited to Federal Insurance Contributions (FICA). Overtime hours should be calculated following Fair Labor Standards Act (FLSA). Employees who are normally exempt or are exempt under the Fair Labor Standards Act (FLSA) from receiving Overtime are not eligible for Overtime reimbursement.

Backfill costs of the department sending an FTE firefighter to training will be covered at actual cost. Reimbursement of backfill costs is restricted to expenses generated by filling the position in which the individual attended training should have been working. These costs are calculated by subtracting the non-overtime compensation, including fringe benefits, of the individual attending training from the total costs (non-overtime and overtime compensation, including fringe benefits) paid to Backfill the individual attending training. Backfill reimbursement is available only for those positions that are normally Backfilled by the fire department. Employees exempt under the Fair Labor Standards Act (FLSA) or not normally Backfilled by the fire department are not eligible for Backfill reimbursement.

Overtime and backfill costs will be reimbursed to the department sending the firefighter to training.

* Note: NDDDES reserves the right to deny a firefighters request for reimbursement.

Lost wages of the Volunteer firefighter attending training will be reimbursed at a rate of \$19.00 per hour. Reimbursement is restricted the course time (see above) and the time of travel to SERTC from ND and from SERTC back to ND.

Stipends to volunteers will be paid directly to the volunteer.

Application Process

Overtime and/or Backfill

Upon acceptance from SERTC the fire department must submit an application to NDDDES for estimated costs. The application must be signed by the fire chief of the department to which the FTE firefighter is an active member. The chief is certifying membership and that the firefighter is an appropriate member to attend.

NDDDES will then determine if a stipend will be allowed and relay that back to the fire department.*

If stipend is allowed, then upon completion of the training, the fire department will submit a reimbursement request to which will be attached a copy of the course certificate.

Lost Wages

Upon acceptance from SERTC the Volunteer firefighter must submit an application to NDDDES for estimated costs. The application must be signed by the fire chief of the department to which the FTE firefighter is an active member. The chief is certifying membership and that the firefighter is an appropriate member to attend.

NDDDES will then determine if a stipend will be allowed and relay that back to the individual.*

If stipend is allowed, then upon completion of the training, the firefighter will submit a reimbursement request to which will be attached a copy of airline itinerary showing departure and arrival dates and times and a copy of the course certificate.

* Note: NDDDES reserves the right to deny a firefighters request for reimbursement.